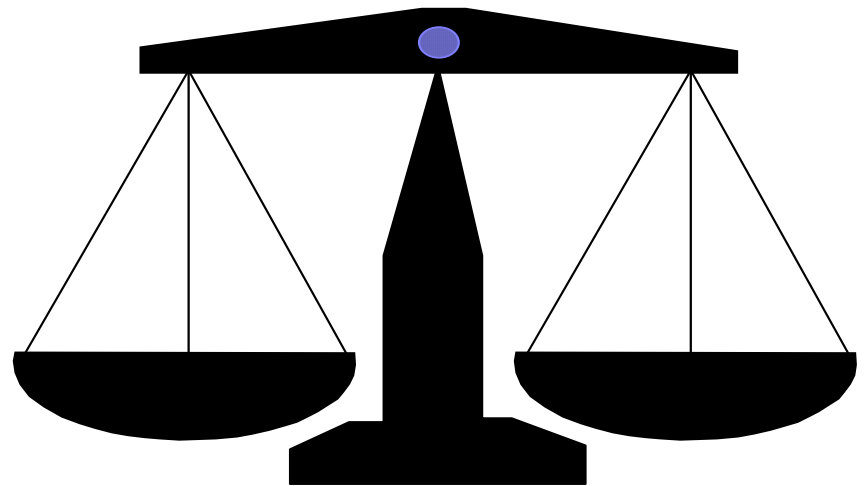
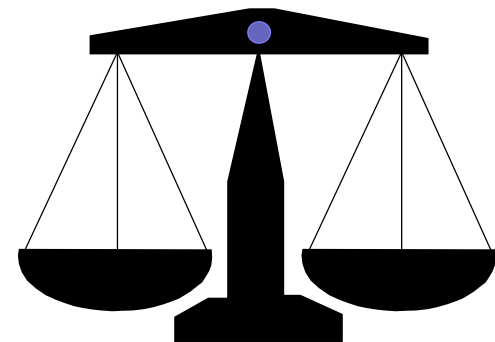


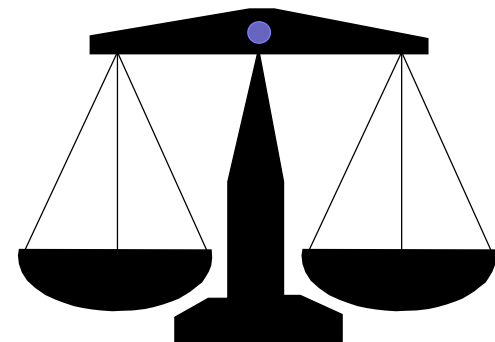
AUTOMATED COURT REPORTING FOR CRIMINAL HISTORY RECORDS





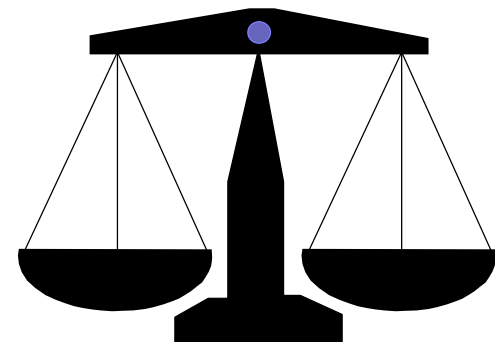
INTRODUCTION

- MCL 28.243 states “Upon final disposition of the charge...the clerk of the court entering the disposition shall immediately advise the department (MSP) of the final disposition”.
- Criminal Justice Information Systems Policy Council (CJIS) approved a moratorium requiring electronic submission of criminal history data to MSP by September 2006



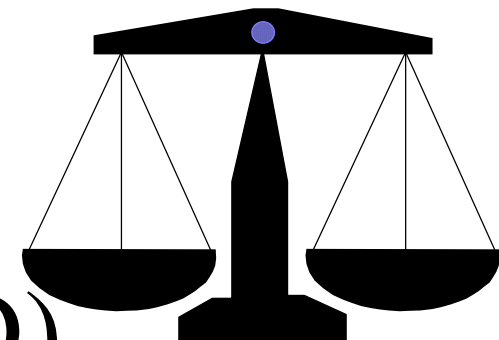
Processing Records

- Felonies and 93-day Misdemeanors
 - Records are processed through the Prosecutors Office and assigned a CTN.
 - The court can report the disposition to MSP
 - TCN/OCA (from the rap sheet)
 - CTN



Processing Records

- 92-day Misdemeanors and Ordinances
 - Arrests that are processed through the City Attorney will have no CTN assigned.
 - The court should use the TCN/OCA on the rap sheet to report the disposition to MSP.
 - If reporting a disposition for an Ordinance violation, the court needs to provide the corresponding state statute.



Enter Judicial (EJUD)

Criminal History Records - EJUD

Type of Entry: EJUD

JUDORI: MI330055J CIRORI: _____ CTD: 09172004 CFN: 04-9876-FY
NAA: DOE/JOHN/ SID: _____
CTN: 330400012301 TCN: _____ OCA: _____

CCN: 1 ORF: _ GOC: _ CIT: 257/6251-A CDC: PLG
CSR: F/C/R-\$1548 CONF 15D PROB 1Y

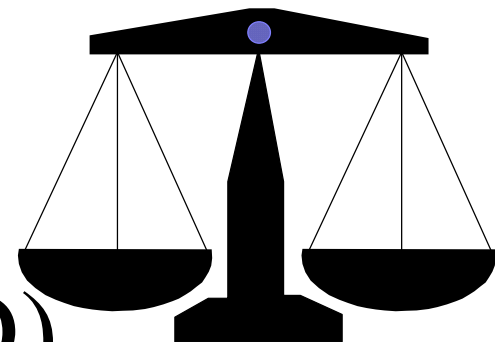
CCN: _____ ORF: _____ GOC: _____ CIT: _____ CDC: _____
CSR: _____

CCN: _____ ORF: _____ GOC: _____ CIT: _____ CDC: _____
CSR: _____

Add'l Information:

F5-Retrieve F6-Messages F7-Outq F9-MJUD F10-CJUD F24-Previous Menu

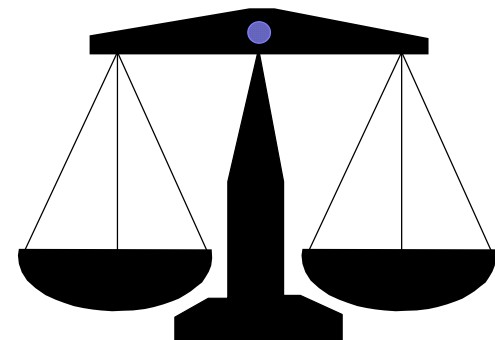
MA c MW 10/039



Enter Judicial (EJUD)

-Data Fields: Judicial ORI, Court File Number (CFN), Court Date, SID Number or Name at Arrest (one of these two must be present), CTN or TCN/OCA (one of these two must be present)

-The following fields must be entered as a set. At least one set must be entered with a maximum of three: Court Charge Number (CCN), General Offense Code (GOC), PACC Code, Court Disposition Code and Court Sentence Remarks (Free Text Field)

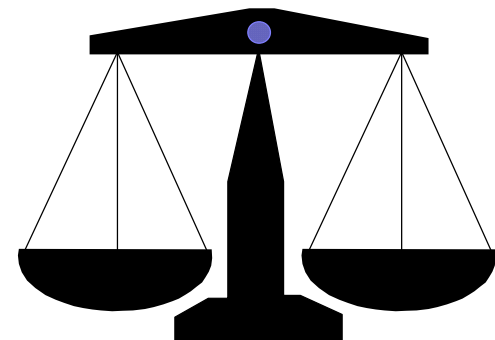


Other Options

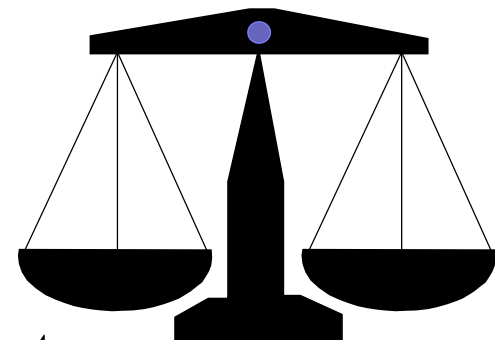
- Modify Judicial (MJUD)
 - Modification of a judicial record is required to record subsequent court action to a previously recorded disposition.
 - Modifications would include but are not limited to reporting of:
 - discharge from probation which suppresses a record (MCL 333.7411, 769.4a, 750.350a, 762.14)
 - convictions which were successfully appealed causing disposition modification.
 - unsuccessful probations which revert back to a commitment to jail.
- Cancel Judicial (CJUD)
 - Canceling of a judicial record will remove the recorded judicial information on file and leave the incident segment without a judicial record.



Reporting Issues

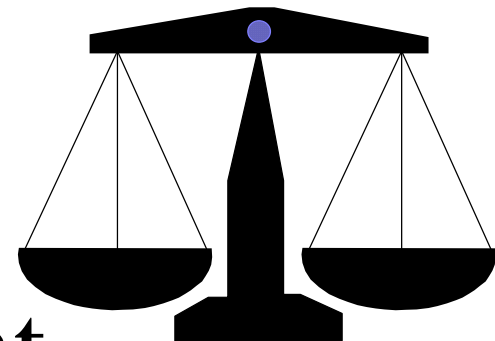


-
- Paper Dispositions
 - If you are submitting dispositions electronically, do not submit paper dispositions to MSP.
 - Exceptions:
 - A defendant is convicted of more than one count and one of the counts is a deferral under a non-public file.
 - Motion and Order for Return of Fingerprints
 - Order on Application to Set-Aside Conviction
 - Order to Set Aside Adjudication



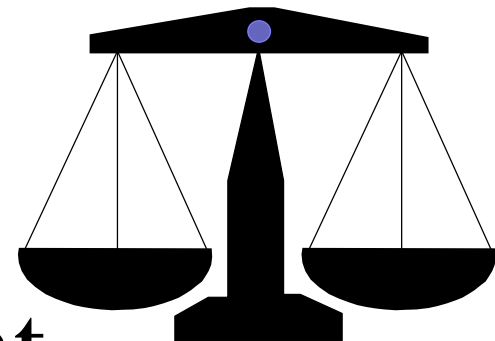
Reporting Issues, Cont.

- Personal Protection Orders (PPO)
 - Convictions for a PPO Violation need to have fingerprints taken for the conviction to appear on CHR. The disposition should be submitted using TCN/OCA assigned by arresting agency.
- MCL 771.1 Delayed Sentence
 - When the court enters an adjudication of guilt, they must also include in the sentence remarks field, “Sentence delayed until (date).” When the probation period is completed, the final disposition must be entered.



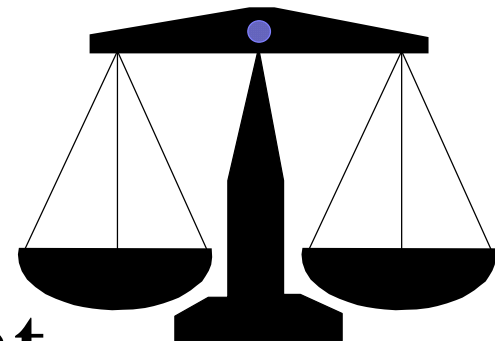
Reporting Issues, cont.

- Fingerprints
 - Before a defendant appears in court, a copy of the CHR insures that fingerprints have been taken. If the arrest does not appear on CHR or if a fingerprint card (or copy) is not in the file, the court should do an Order for Fingerprints.
- District Court Bind Over to Circuit (BOC)
 - Do not electronically enter any district court case dismissal when the case is also bound over to circuit for another charge. Enter EJUD as count (CCN) 1 with a disposition code of BOC.



Reporting Issues, cont.

- Non-Public Records
 - Before being placed in accordance with the following statutes, query the criminal history record by using purpose code “C” and the appropriate purpose code (scan line 52).
 - MCL 333.7411 Controlled Substance (52:7411)
 - MCL 769.4a Domestic Violence (52:Abuse)
 - MCL 750.350a Parental Kidnapping (52:Kid)

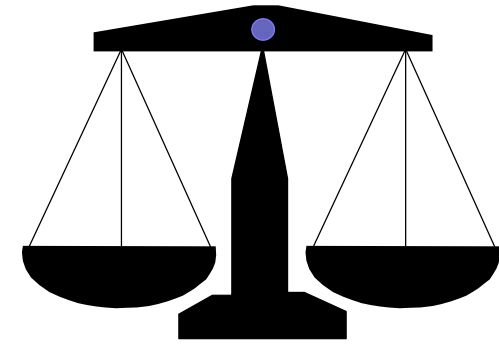


Reporting Issues, cont.

- Other Non-Public Records
 - Court disposition codes and query codes are not operational in CHR for the following statutes:
 - MCL 750.430 Practicing Under the Influence
 - MCL 600.1076 Drug Treatment Court
 - Until these codes are activated in CHR, disposition reporting for these statutes must be manually sent to MSP for entry on the CHR.



Summary



NAM: DOE/JOHN/A/
RAC: W SEX: M DOB: 01-01-1960
HGT: 510 WGT: 185 HAI: BRO
EYE: HAZ POB: MI

SID: 3001234X
FBI: 123456
III: UNKNOWN

NCIC FINGERPRINT CLASSIFICATION
FPC: 21 64 DO 21 17 18 66 18 PM 15

DLN: MI/D123456789123
MNU:
PRN:
SOC: 111-22-3333

AFIS PRINTS AVAILABLE: YES
PALM PRINTS AVAILABLE: YES
PHOTO AVAILABLE: YES
SCAR/MARK/TATTOO: SC R LEG SC FACE TAT R LEG
ADDITIONAL IDENTIFIERS AND COMMENTS:

CRIMINAL TRACKING NUMBER: 33-04-000123-01 INCIDENT DATE: 08-01-2004
NAME USED: DOE/JOHN/A/ TCN: I304000123A OCA: 04-1234

ARREST SEGMENT	: CHARGE SEGMENT	: JUDICIAL SEGMENT
DATE: 08-01-2004	: DATE: 08-04-2004	: DATE: 09-17-2004
MI3313300	: MI330013A	: MI330055J
SO INGHAM CO	: PA INGHAM CO	: 30 th CIRCUIT COURT
OCA: 04-1234	: 1 CNT MCL 750.520-B	: CFN: FY04-9876
1 CNT OF 1100	: FELONY	: CNT – 1 MCL 750.520-B
SEXUAL ASSAULT	: CRIMINAL SEXUAL	: FELONY
DISP: CHARGED	: CONDUCT -	: CRIMINAL SEXUAL
	: FIRST DEGREE	: CONDUCT –
	:	: FIRST DEGREE
	:	: DISP: PLG
	:	: SENT/REMARKS:
	:	: FCR \$1000 CONF 36M